

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL.	5. Duty Station	1. Agency Position No. NL12388
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6. OPM Certification No.
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive <input type="checkbox"/>	13. Competitive Level Code 0503
		14. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Office Automation Assistant	GS	0326	05		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment Department of the Army (DA)	c. Third Subdivision Various Locations
a. First Subdivision Army Materiel Command (AMC)	d. Fourth Subdivision
b. Second Subdivision Simulation, Training & Instrumentation Command (STRICOM)	e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
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Signature William C. Youmans, Acting Chief of Staff	Date 7/17/60	Signature	Date
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21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS for Office Automation Clerical & Assistance Series, GS-0326, Nov 90, TS-100, Jul 99 (HRCD-7); USOPM Office Automation GEG, Nov 90, TS-100, Jul 99 (HRCD-7)
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Typed Name and Title of Official Taking Action William C. Youmans, Acting Chief of Staff	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature William C. Youmans	Date 7/17/60

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Position is at full performance level.

BUS: 7777

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management

INTRODUCTION

This position is located in the Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base program and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, training devices, simulations, simulators and advanced acquisitions and sustainment activities through the functional matrix organizations and four project managers. Incumbent performs office automation work and clerical support duties.

MAJOR DUTIES

1. Operates an electronic typewriter, hard processor, microcomputer, or computer terminal to prepare a wide range of narrative and tabular material (e.g., correspondence, reports, technical papers, charts, statistical tables, manuals, travel orders, messages, and other documents) involving the common terminology of the unit for which the work is done. Uses a variety of software packages to accomplish assignments. Refers to technical dictionaries, textbooks, research reports, or similar material as reference tools to facilitate assignments. Assures the propriety of formats, spacing, arrangements, and preparation of material in final form as prescribed by style manuals. Uses judgment regarding form and arrangement of material. Insures grammar, spelling, and punctuation are correct.

Develops standard forms and format styles for use in updating reports, retrieving information, etc. Develops methods and procedures for office automation tasks, and identifies and solves problems in existing methods or procedures.

30%

2. Selects, rearranges, and consolidates data from a number of source documents based on instructions. Maintains a variety of office files in accordance with governing regulatory procedures. Receives visitors telephone calls and refers them to proper person or furnishes information requested. Takes care of routine matters, and uses knowledge of the programs or operations to refer other inquiries to appropriate personnel. Routes, controls, and distributes mail and other office communications in accordance with established procedures and knowledge of the organization and assigned personnel.

70%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - FL 1-3 - 350 Points

Skill in operating an electronic typewriter, word processor, microcomputer, or computer terminal; and skill in operating related equipment such as printers and modems, as required. A qualified typist is required.

Knowledge of the capabilities and limitations of a variety of software packages (e.g., calendar, WordPerfect, First Choice, Harvard Graphics, electronic mail, LOTUS 1-2-3, etc.) to create, update, edit, and revise a variety of documents, automated records, databases, etc.

Knowledge of grammar, spelling, and punctuation to prepare a variety of material accurately.

Knowledge of processing procedures and function keys to enter, store, and retrieve documents and data.

Knowledge of established office practices for filing, distributing mail, and referring callers.

Knowledge of office filing system and agency filing procedures.

FACTOR 2. SUPERVISORY CONTROLS - FL 2-3 - 275 points

Supervisor issues work assignments in terms of general instructions, priorities, and deadlines. Incumbent independently plans and carries out duties, using own initiative to resolve problems. Completed work is evaluated for technical soundness, usefulness, and conformance with office policies and procedures.

FACTOR 3. GUIDELINES - FL 3-2 - 125 points

Guidelines consist of specific office instructions, directives, notices, publications, style manuals, technical dictionaries, manufacturer's manuals and tutorials, etc.

The incumbent uses judgment in locating, selecting, and applying the most appropriate guidelines.

Situations involving significant deviation from established guidelines or the absence of adequate guidelines are referred to the supervisor.

FACTOR 4. COMPLEXITY - FL 4-3 - 150 points

Performs automation duties requiring different approaches and methods from one assignment to another. Incumbent uses a variety

NL12388

of software packages and uses judgement in selecting the appropriate software package.

FACTOR 5. SCOPE & EFFECT - FL 5-1 - 25 Points

The purpose of the work is to perform office automation and general clerical duties. The services performed facilitate the work of the office.

FACTORS 6 & 7. PERSONAL CONTACTS & PURPOSE OF CONTACTS - FL 1A - 30 Points

Contacts are with employees in the immediate work unit and in related units. Contacts are for the purpose of receiving assignments and instructions and providing information.

FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 Points

The work is sedentary. However, there may be some walking, standing, bending, and carrying light items such as papers and books.

FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 Points

The work is performed in an office setting. The work area is typically well lighted, heated, and ventilated.

TOTAL POINTS: 965 = GS-05